

# High Fire Risk Policy

Cemetery trust (hereafter referred to as 'the trust'):	Kangaroo Ground Public Cemetery
Date policy adopted (trust meeting date):	9 August 2023

The trust adopted this policy at its trust meeting on the date specified above and will be reviewed two years from the date of adoption.

## Purpose

This policy supersedes the “Days of High Fire Danger Management Plan, December 2020” and is in response to the Victorian Governments adoption of the national fire ratings scheme introduced in 2021. See Figure 1.

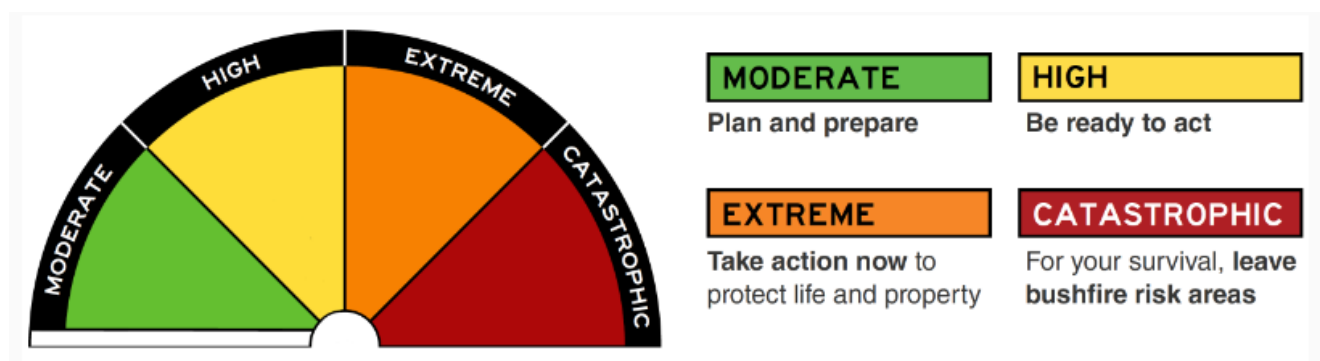


Figure 1

Kangaroo Ground Public Cemetery is located within a high-risk bushfire area. The trust recognises the potential of fire danger to contractors, funeral directors and their staff, members of the public and trust members. This policy has been developed in the interests of public safety.

The trust understands the possibility of postponing a Graveside or interment service is a difficult decision, with many stakeholders being impacted. However, the risk of contractors, mourners, funeral directors and the general public being caught in a bushfire needs to be minimised.

## Scope

This policy applies trust members, contractors, funeral directors and staff and members of the public visiting the cemetery.

## Declared Fire Danger Periods

During Declared Fire Danger Periods, no fire may be lit at the cemetery including candles. Advice of the dates the Declared Fire Danger Periods applying at the time can be found at the following website.

[Fire Danger Period Restrictions | CFA \(Country Fire Authority\)](#)

## Declared Catastrophic Fire Days

On Declared Catastrophic Fire Days the following applies;

- The cemetery will be closed.
- Grave digging operations will not proceed.
- Cemetery works will not proceed.
- Graveside services and interments will be postponed.
- Contractors will not be permitted at the cemetery unless approval has been provided by the trust Chairperson, Manager or Secretary.

## Declared Total Fire Ban and Extreme Fire Rating Days

On Declared Total Fire Ban days or Extreme Fire Rating days:

- Gravedigging, Graveside services and interments may proceed following approval from the Trust Chairperson, Manager or Secretary and subject to the conditions below.
  - Unless otherwise agreed, the Graveside or interment service must take place prior to 10:30am and contractors must commence backfilling the grave by 11:00am and be completed by 12.00pm at the latest..
  - There are no Watch and Act or Emergency Warnings issued in the area that may pose a risk to the cemetery.
  - The Funeral Director and their staff comply with all instructions issued by trust representatives.
  - The Funeral Director will remain on site until all mourners have left the site and they must be prepared to instruct mourners on safety and evacuation procedures if requested by a trust representative.
- The operation of motorised hand tools (including brush cutters, chainsaws, mowers etc.) is not permitted.
- Cemetery works will not be carried out unless there has been prior approval from the Trust Chairperson, Manager or Secretary.

## Watch and Act

Irrespective of the Declared Fire Danger Period or the Fire Rating on the day, if a Watch and Act is issued, the cemetery may be closed without notice. If any burial service is scheduled on that day and has not commenced, the Manager or Secretary will advise the funeral director as soon as practical, and the service will be re-scheduled.

## Emergency Warning

Irrespective of the Declared Fire Danger Period or the Fire Rating on the day, if an Emergency Warning is issued, the cemetery will be closed immediately without notice. If any burial service is scheduled on that day and has not commenced, the Manager or Secretary will advise the funeral director as soon as practical, and the service will be re-scheduled.

## Fire in Vicinity of Cemetery When Service Occurring

If a Watch and Act is issued while the service is taking place, the grave must be immediately back filled and all mourners, funeral director staff and contractors must leave the cemetery immediately via the safest route, as recommended by emergency authorities.

If an Emergency Warning is issued while the service is taking place, unless otherwise agreed, grave covers must be immediately placed on the grave and all contractors, mourners, funeral director staff and contractors must leave the cemetery immediately via the safest route, as recommended by emergency authorities.

If a Watch and Act or Emergency Warning is issued prior to lowering of the coffin/casket, the coffin/casket must be placed back into the hearse and all contractors, mourners, funeral director staff must leave the cemetery immediately via the safest route, as recommended by emergency authorities.

## Distribution

This policy will be communicated as follows.

- Right of Interment applicants will be provided the Rules and Regulations which includes the above advice.
- At the time of bookings, Funeral Directors will be advised of this policy.
- Contractors providing services at the cemetery will be issued a copy of this policy.
- The cemetery website will be updated to include this policy.
- The cemetery Facebook site will be updated on days of Total Fire Ban and Catastrophic and Extreme Fire Ratings days.
- The policy will be provided to the CFA for information.

# Contact Point

All enquiries regarding this policy should be directed to the Secretary at [kgcemetry@gmail.com](mailto:kgcemetry@gmail.com) or 0439 971 202.

## VERSION CONTROL

No.	Date	Comments	Next review
1	9 August 2023		9 August 2025